



## **NELSON COUNTY THIRD PARTY POLICY**

### **I. AUTHORITY:**

The current edition of the Virginia Uniform Statewide Building Code, at section 113.7 (2003 Edition).

### **II. NOTIFICATION:**

Prior to performing the inspection, the building official shall be notified. The notification is to include the name of the permit Holder, the permit number, the inspectors/firms name (3<sup>rd</sup> party), the contractors name & contact number, the Location of the project and the type of work to be inspected. The resulting inspection report shall be submitted by fax Within 72 hours of the inspection to the building official.

### **III. INSPECTIONS:**

Inspections shall be in accordance with the Virginia Uniform Statewide Building Code. Inspections shall not be performed without a permit posted and the approved Plans on site.

### **IV. INSPECTION FEES**

Fees for third party inspections shall be the responsibility of the permit holder.

### **V. QUALIFICATION OF INSPECTORS:**

Third party field technicians (inspectors) shall be certified in accordance with the ICC examination program for the type of inspection they are performing. Exception: Field Technicians that obtain certification in concrete inspection By the American Concrete Institute (ACI) or its Equivalency (such as a WACEL, Level II Concrete Certification).

### **VI. FINANCIAL INTEREST:**

Third party agencies/individuals shall have no financial interest in the project being inspected.

### **VII. INSURANCE REQUIREMENT:**

Each third party agency/individual must provide the building official with a valid professional insurance

Policy in the amount of one million dollars, with the Jurisdiction being named as additional insured.

### **VIII SANCTIONS:**

The building official may suspend/revoke approval for the Following reasons:

- a) failure to enforce the applicable code;
- b) falsification of reports, inspections, etc.; c) late reports;
- d) lapse/revocation of required certification or insurance or not in good standing with DHCD;
- e) failure to abide by all conditions of this policy.

**NOTE:** All third party agencies/individuals use the jurisdictions Inspection report forms. Forms are available by request from the Building Official.



## NELSON COUNTY THIRD PARTY INSPECTION PROGRAM INSPECTION PROCEDURES

The following procedures **must** be followed unless a specific written exemption signed by the Building Official or his designee, is obtained prior to deviation from these procedures.

1. **Nelson County's Inspection Form must be used.** No other form or manner of reporting the inspection results will be accepted. This form contains information you will need to perform the inspection (example: setback distances, directions to the site and the inspection history of the particular job, all of which are important) No inspection can be performed without coming to the Building Inspection office and obtaining the REQUIRED INSPECTION FORM prior to the inspection.
2. **Inspectors MUST notify staff of pending inspections 24 hours in advance of the inspection.** In an emergency, the Building Official or his designee may exercise his discretion to permit a shorter time. However, the inspector's convenience is NOT an emergency. In no instance should notice of a pending inspection be less than 2 hours prior to the time the inspector wishes to obtain the inspection form. Staff will need the time to prepare the form. The inspector may FAX in his schedule to the Building Inspection office; however, the same time lines apply.
3. **Inspectors must report inspection results within 72 hours of completion of the inspection.** No exceptions. Bring or FAX the white copy of the inspection form to the Building Inspections office (the yellow copy goes to the builder). When an engineer's or architect's seal is required on the inspection form, the inspector may fax a copy of the white form to the Building Inspection office and mail in the "sealed" original. The original must be mailed within 24 hours of completion of the inspection.
4. **Re-Inspections.** If County staff failed the inspection, third party inspectors may not do the re-inspection. If the third party inspector failed the inspection, the third party inspector may do the re-inspection. (Note: the inspection history on the inspection form will tell you who performed the previous inspections.)
5. **Sanctions with regard to Inspection Privileges.** The Building Official may invoke sanctions from a warning to revocation of third party inspector privileges for non-compliance Policy & Procedures, for lapse of required certification, or for falsification of any portion of the application or of the inspection reports. The Building Official shall provide the reason for such sanction to the inspector in writing. Appeals of the Building Officials decision may be taken to the Local Board of Building Code Appeals.
6. **Cancelled Inspections.** Upon receiving notification of a cancellation of an inspection, the third party inspector must immediately notify the building inspection office. If the inspection is rescheduled, the third-party inspector (the same or another inspector) must follow the same inspection procedures for the rescheduled inspection.
7. **Approved Plans.** Approved Plans shall be the stamped drawing(s) for the complete structure for which the building permit has been issued. "Stamped" means the drawings(s) shall contain a date, signature, (County Building Official or his designee) and the approved Nelson County Building Department stamp. **No plan shall be valid without such a stamp and the inspection MUST FAIL with the comment "No Approved Plans on Site".** Supplemental engineering plans for such things as "grade beams", brick ledges, etc. do not constitute "Approved Plans". Any question as to the existence of the proper "Approved Plans" must be directed to the Building Official prior to rendering a pass/fail inspection decision.

DEPARTMENT  
OF INSPECTIONS



DAVID THOMPSON  
Building Code Official

PETER BRECHLIN  
Building Inspector

DEBBIE HARVEY  
Admin. Secretary

## NELSON COUNTY THIRD PARTY AGENCY/INSPECTORS QUALIFICATION APPLICATION

Application Date: \_\_\_\_\_

Third Party Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Inspector's ICC Certification #: \_\_\_\_\_

Insurance Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Note: An Active Insurance certificate and non expired ICC certificate #, must be maintained on file with the Inspections Department or this application will be removed from the active list of approved Third Party Inspectors.

DEPARTMENT  
OF INSPECTIONS



DAVID THOMPSON  
Building Code Official

PETER BRECHLIN  
Building Inspector

DEBBIE HARVEY  
Admin. Secretary

**Nelson County Department of Inspections**  
***CONFIRMATION OF SCHEDULED THIRD PARTY INSPECTION***

Date Called: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Permit # \_\_\_\_\_

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_

Type of Inspection: \_\_\_\_\_

Third Party Agency: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

Submit the original report from the third party inspection agency to our Office within 72 hours of the date of the inspection in accordance with the Nelson County Third Party Inspection Policy. Thank You.

Third Party Inspectors Active ICC Certification Number: \_\_\_\_\_

**INSPECTION DEPARTMENT THIRD PARTY INSPECTION REQUEST APPROVAL:**

County Official: \_\_\_\_\_

Date: \_\_\_\_\_